

CONFIDENTIAL

Report for Week Ending 17 November 1958
From
RECORDS CENTER

During the week the following accessions were made:

OCR	3 cu. ft.
ORR	2 " "
PIC	35 " "
Sub-Total:	40 cu. ft.
Finished Intelligence	18 " "
Total :	58 cu. ft.

Map Negatives	1,308 cu. ft.
Records Holdings	27,121 " "
Distribution Material Holdings	11,347 " "
Total :	39,776 cu. ft.

Distribution Material Disposed of at Center	9 cu. ft.
Distribution Material Transferred from Center	21 " "
Records Disposed of at Center	46 " "
Records Transferred from Center	9 " "
Total :	85 cu. ft.

Accessioning and Disposal

The Records Center has received thirty copies of a new finished intelligence report produced by the Photographic Intelligence Center. Contact with 25X1A9A [] the Records Officer for this office, indicates that we will be receiving these reports routinely in the future. Arrangements will be made 25X1A9A with Mr. [] for a maximum and minimum stock level as well as a routine system for disposal.

The Records Center has been unable to destroy by burning any records and as a result there are now 1,042 cubic feet in the records disposal area.

Reference

Reference activity has been normal with the exception of furnishing the Navy a total of 509 copies of NIS and 158 copies to State.

As a direct result of Notice 25X1 [] all copies of [] and the transmittals thereto were forwarded to [] Personnel Office. This involved a total of 1,056 copies of this handbook and transmittals.

Visitors

25X1A9A

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Chief, Records Center

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